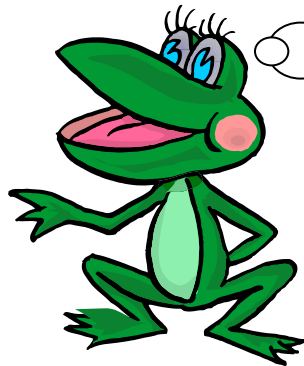


# Frankston Heights Primary School



# Way to go!



Making good  
choices at  
school is the  
“way to go!”

This book belongs to: \_\_\_\_\_



Dear Parents

The school community at Frankston Heights is committed to ensuring that a safe, supportive and positive environment is created and maintained to meet the needs of all students. It is designed to enhance the development of positive relationships between, students, teachers, parents and other members of the school community.

All students are strongly encouraged to accept responsibility for their own actions. Appropriate and acceptable behaviour, within the classroom and playground, is the expectation of everyone.

This booklet is designed to assist each child in the appropriate ways to behave whilst attending Frankston Heights Primary School. The rights of every student are promoted through the development of social skills.

Please take the time to read this booklet and reinforce it with your child. It is important that every child understands the importance of being responsible for their actions and accepting the consequences related to inappropriate or unacceptable behaviour.

It is also important that all children are praised and rewarded for adhering to the guidelines and recommendations outlined in this booklet and setting a fine example to others.

We thank you for your ongoing cooperation and support.

Cheryl Clark  
Principal  
Frankston Heights Primary School

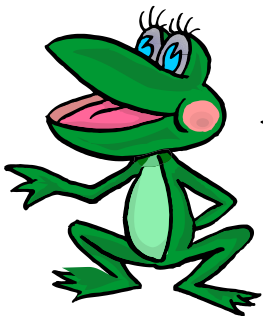
***"Always treat each other with respect"***

## **R**emember

- *Treat everyone fairly and give everyone a chance*
- *Cooperate with others*
- *Ask permission*
- *Share and take turns*
- *Always try to do the right thing*
- *Smile and be polite*
- *Treat others in a friendly way*
- *Be honest, sincere and truthful*
- *Be responsible for your actions*
- *Take care of the environment*



## **B**y doing this.....



- ❖ *People will want to be with you*
- ❖ *It will be easy to make friends*
- ❖ *Games will be more enjoyable*

## **B**ut if we don't.....

- *People might not want to play with you*
- *Joining in might be hard*
- *You may have to apologise*
- *You may miss out on some of your free time or activities*



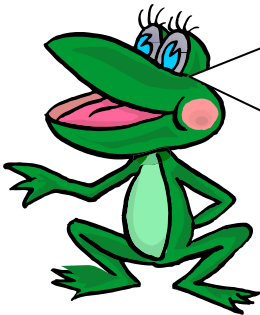
# *“Always follow teacher’s instructions”*



## **R**emember

- *Follow the school and classroom rules*
- *Listen to the teacher to help learn new things*
- *Politely ask for help if you don’t understand something*
- *Instructions may be given to keep you safe*
- *Work well with classmates and be helpful when in groups*
- *Listen and don’t interrupt when someone else is speaking*
- *Use cooperation to solve problems with classmates*
- *Set a goal to do your best in your school work*

## **B**y doing this.....



- ❖ *You will complete your work*
- ❖ *You and others will be safe*
- ❖ *You will be happy with your results and your school report*
- ❖ *You will know what’s going on*
- ❖ *Our school will be a great place to learn and play*

## **B**ecause if we don’t!



- *You might feel unhappy and may miss out*
- *You may be required to stay in, miss out, do extra work, write apologies or discuss your problem*
- *Your work may be difficult and your results and reports may suffer*
- *Your parents may be contacted by phone in order to bring important matters to their attention or to talk about further action!*

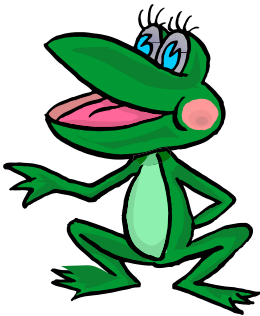
***“Work and play safely in the correct areas”***

## **R**emember



- ***Play safe games and play in the right areas***
- ***Take care of equipment and use it properly***
- ***Keep ball games away from the buildings and roads***
- ***Never run in corridors or classrooms***
- ***Use cooperation to solve problems with classmates***

## **B**y doing this.....



- ❖ ***You and others will be safe***
- ❖ ***Games will be fun***
- ❖ ***Balls will not go on the roof or roads***
- ❖ ***Play times will be happy times***

## **B**ecause if we don't!

- ***You may hurt someone***
- ***You may miss out on your play time***
- ***Balls may go on the roof or road***
- ***Your parents may be contacted to bring important matters to their attention or to talk about further action***
- ***Joining in and having fun with other children may be difficult***



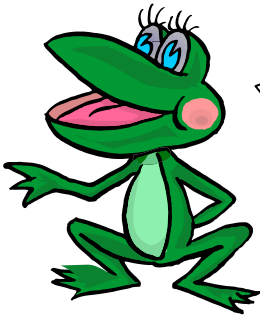
*“Be helpful and caring to others”*

## **R**emember

- *Think about others and how they might feel*
- *Be helpful, kind and friendly to others*
- *Ask permission and listen to others*
- *Cooperate when you are playing*
- *Follow the school and class rules*
- *Ask people if they need your help*



## **B**y doing this.....



- ❖ *People will want to be with you*
- ❖ *You and your friends will be safe*
- ❖ *People will trust you in important situations*
- ❖ *Joining in will be easier*
- ❖ *Everyone will be proud of you*

## **B**ecause if we don't!

- *People may not want to be with you*
- *People may not trust you*
- *Joining in may be difficult*
- *People may not be supportive of you*
- *You may miss out on activities or be separated from others for time out*



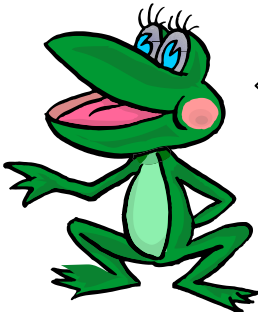
# *“Always follow classroom rules”*

## **R**emember

- *Understand that rules are a part of life*
- *Teachers have rules to help us learn*
- *Rules are made to help us all*
- *Rules are made to keep us safe*



## **B**y doing this.....



- ❖ *Your day will be happier*
- ❖ *Everyone will be proud of you and see how cooperative you can be*
- ❖ *You will be safe and learn*
- ❖ *You will be a great team person who is respected by others*

## **B**ecause if we don't!

- **Others might have trouble trusting you**
- **You may find learning more difficult**
- **Others may not feel safe and happy around you**
- **You might not be able to do your best**
- **People may not choose to work with you**



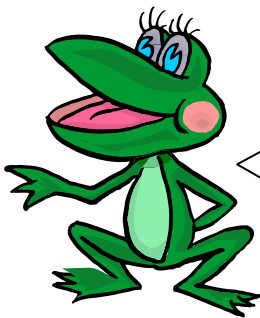
***“Never accept bullying or be a bully!”***

## **R**emember

- ***Be kind and considerate to all others***
- ***Everyone is different. Think about the way people feel and how you would feel***
- ***Everyone has the right to feel happy and safe***
- ***Include others in your games and activities***



## **B**y doing this.....



- ❖ ***People will want to be your friend***
- ❖ ***You and your friends will be safe***
- ❖ ***People will trust you in important situations***
- ❖ ***Joining in will be easier***
- ❖ ***Everyone will be proud of you***

## **B**ecause if we don't!

- **People may not want to be with you**
- **People may not trust you**
- **Joining in may be difficult**
- **People may not be supportive of you**



***Frankston Heights Primary School does not accept any bullying***

***Bullying may be physical - by hurting others***  
***Bullying may be emotional – leaving someone out***  
***Bullying may be verbal – name calling, teasing, etc***



# The steps Frankston Heights Primary School follows when rules are broken

*Should you break a rule you will be reminded of the school rules and will have to do something to put things right or make up for your mistake.*

*Circumstances will determine the steps taken*

- Step One –**                    **Warning / Spoken to by a teacher**
- Step Two –**                    **A reminder to behave appropriately**
- Step Three –**                **I may need to apologise to restore my relationship with others**
- Step Four -**                 **I may have time out from the activity to think about my behavior. I may miss out on some play time or stay in the classroom to complete my unfinished work**
- Step Five-**                    **I may have time out from the playground or be sent to another classroom to think about my behavior. I may miss out on some play time or stay in the classroom to complete unfinished work**
- Step Six -**                    **I may see another Senior Teacher or Assistant Principal about my behaviour**
- Step Seven -**                **My parents may be contacted and a meeting held to discuss my behavior and decide on further action**
- Step Eight -**                **My principal will have to take further action.**



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